

Retention and Classification Report

Agency: Department of Workforce Services. Division of Workforce
Information and Payment Services (2755)
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Salt Lake City, UT 84111
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Records Officer Kent Naisbitt

01271	Annual reports
26257	County and statewide demographic and economic profiles
23046	Demographic and economic profile reports
24901	Trendlines

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 1271

3

TITLE: Annual reports

DATES: 1937-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports of the Department of Workforce Services (previously created by the Department of Employment Security) activities from the previous year with information pertaining to agency activities, economy, employers, counties, employment, wages, labor, and fiscal and financial operations. During the 1970s and 1980s, the Annual Reports contained multiple volumes with information pertaining to operating statistics, actuarial review and unemployment insurance statistics and labor market information.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as annual reports created by the agency to document agency administration, activities, programs, and achievements during the year. Records may include

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 1271

TITLE: Annual reports

(continued)

pamphlets, leaflets, statistical reports, outcome reports, and other documents for the agency's assessment reporting requirements.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 26257

3

TITLE: County and statewide demographic and economic profiles

DATES: 2005-

ARRANGEMENT: Statewide section, thereunder alphabetical by county.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records are created to provide statewide and county-level economic information. The Workforce Information Section of the Department of Workforce Services compiles data on the labor market in Utah and is the only source of this county-level economic information. Information in this series is used by planners, business, legislators and others interested in a particular county's economy. Within the records, the state as a whole and each county have one profile containing such economic and demographic data as labor force, taxable sales, construction permits, industry breakdown, employment, population, and income.

RETENTION:

Retain 6 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 06/09/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 26257

TITLE: County and statewide demographic and economic profiles

(continued)

APPRAISAL:

Administrative Historical

Appraisal is based on the value of these records to researchers.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 23046

3

TITLE: Demographic and economic profile reports

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains reports by the Department of Workforce Services (formerly created by the Department of Employment Security) which provide demographic and economic profiles of the counties. The reports contain information pertaining to population, employment, wages, income, building permits, gross taxable sales, and new car and truck sales.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Fiscal Historical

This series contains reports by the Department of Workforce Services (formerly created by the Department of Employment Security) which provide demographic and economic profiles of the counties. The reports contain information pertaining to population, employment, wages, income, building permits, gross taxable sales, and new car and truck sales.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 24901

TITLE: Trendlines

DATES: 2001-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

"Trendlines is a magazine style newsletter published every two months by the Workforce Information Division of the Utah Department of Workforce Services. It provides feature articles and a basic understanding of Utah's Economy. Contributors to this newsletter include DWS economists and analysts as well as our partners such as economists and analysts at the Governor's Office of Planning and Budget." (Workforce Information website January 2003, <http://jobs.utah.gov/wi>) Electronic version available along with special Extra edition online.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 01/17/2003

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

Trendlines is a magazine style newsletter published every two months by the Workforce Information Division of the Utah Department of Workforce Services. It provides feature articles and a basic understanding of Utah's Economy.

AGENCY: Department of Workforce Services. Division of Workforce Information and Payment Services

SERIES: 24901

TITLE: Trendlines

(continued)

PRIMARY CLASSIFICATION:

Public